CAMPUS EMPLOYMENT
JOB POSTING

SUCCI

FOR MORE INFORMATION CONTACT
ADMINISTRATOR CAMPUS EMPLOYMENT
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JOB TITLE	**OFFICE ASSISTANT**
DEPARTMENT	**Continuing Education Office**
PROGRAM RELATED	**N/A**

QUALIFICATIONS

- Great reception and communication skills.
- Ability to positively interact with a varied client group in a consistent, confident, and friendly manner.
- Proven accurate data entry skills and a demonstrated computer literacy.
- Strong organization skills required to handle numerous tasks simultaneously.
- Must be detail-oriented and have the ability to work quickly and accurately.
- Ability to function effectively and cooperatively in a team environment.
- Computer Programming: significant knowledge in creating Access databases.

DUTIES

- Create databases to manage data and information.
- Filing and other general office duties as directed by supervisor.
- Organize and archive electronic files for both CE and DE departments.
- Assist with general office duties as directed by supervisor.
- Work in compliance with the Occupational Health and Safety Act.

VACANCIES	1	JOB START DATE	September 2024
PAY RATE	$17.20/hr	JOB END DATE	December 2024
DEADLINE TO APPLY	Open until filled		
HOURS	Flexible hours to a maximum 120hrs per eligible semester		

HOW TO APPLY:

Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. VISIT succi.com/student-jobs